



Harmonised Learning 2
Programme and Leadership

All your training linked together



**Thank you, what to do next
and validation**

**Covering Modules
8, 9, 11, 12a, 12b, 16, 17, 18 and 19**

Berkshire Scouts Adult Training

*“Scouting is not only about young people,
but also about the development of adults within the movement”*

Thank you and what to do next...

Firstly, thank you for giving up your time to attend this training weekend and we hope you got a lot out of it.

You now need to think about validation. This is simply a process that gives you a chance to put into practice what you have learnt over the weekend, or to show a Training Adviser evidence of previous activities (in or out of Scouting) that meet the training objective of each module. Evidence can take many forms including your report to the Training Adviser of the activity, a statement by an observer, documents, photographs or videos related to the activity or a visit from your Training Adviser to see you in action. You can share your evidence with your Training Adviser in a form that is convenient including discussion in person, over Skype, phone, email etc. You can find out more about validation in your Adult Personal File.

You can choose what activity you complete to validate your learning, subject to agreement with your Training Adviser who can help with suggestions. Pages 5 to 11 show what you can do to validate each module individually, or alternatively, you can use the special “Harmonised Learning Validation” method which has been designed to make validation a simpler process. Working with a Training Adviser you build your validation in to your Programme – for details see page 4.

Training Sessions and Modules.

For the purposes of the course we split up the actual Modules and put them into differently titled training sessions in order to make the best use of your time and remove most, if not all of the learning overlap that occurs between the Modules.

In order to help you organise your Validation, the following table shows which Modules are relevant to which sessions.



Training Session	Modules Covered
Effective Communication	9
6 - 25	12a
Programme Ideas	12b
World	19
Leadership & Teamwork	8
Skills	18
Administration	11
Outdoor & Adventure	16 & 17
Programme Development	11, 12a, 12b, 16, 17, 19

Harmonised Learning Validation.

Please call or email your Training Adviser and meet within 4 weeks of the course you have just attended to agree: what you can already validate (based on previous activities in or out of Scouting); inform them what remaining validation actions you plan to complete for their agreement or suggestions; and set a date within six months to review progress together (in person, by phone or Skype etc).

One-to-One Sessions	
S1	Use a systematic planning tool to complete a task and discuss the leadership functions and styles used in your role. Discuss the skills needed to work with other adults.
S2	Demonstrate the accurate and appropriate maintenance of administrative and financial records relevant to your role
S3	Produce a Programme Plan (minimum one month) taking into consideration: The key themes of the programme – The underlying themes of the programme – Incorporating a range of programme methods – How young people are involved in the programme planning process – Whether activities relate to badges and awards. And Review the programme and produce evidence of how the review has improved the quality of future programmes and the programme planning process.



S4	Explain the role that camping and residential experiences have in Scouting and how they contribute to the development of young people.
S5	<p>Plan an activity, taking into account: The age, experience, fitness and additional needs of the group - The rules related to the activity (including adult to young person ratios; any activity rules; gaining approval from the relevant Commissioner; etc.) - Any clothing, footwear, personal and group equipment needed for the activity and anticipated weather conditions - The need for a risk assessment to be carried out and communicated effectively. - The need for an InTouch system to be in place.</p> <p>And act as the leader in charge for an activity, taking into account the need to: Oversee the activity (ensuring that registers, headcounts etc. are in place) - Co-ordinate the adults involved in the activity, allocating roles to specific adults and ensuring that they are clear on what they need to do - Communicate relevant instructions, guidance and rules to young people involved in the activity - Carry out dynamic risk assessment.</p> <p>And explain the emergency and reporting procedures to be implemented in the event of an accident, incident or near miss.</p>

Section Activities	
A1	Plan and run an evening's Programme on an International Theme - Demonstrate how it meets the Quality, Balanced Programme requirement - Demonstrate how you use the Scout methods within the Programme.
A2	Plan and run an evening's Programme during which demonstrating types of Leadership, Team Work and Working with other Adults - Demonstrate how you use the Scout methods within the Programme.



Module 8. Skills of Leadership

To validate this module the learner will need to complete two of the following

- Use a systematic planning tool to complete a task, provide evidence of your use of the tool and discuss the experience with your Training Adviser.
- Apply the Action Centred Leadership model to an activity which you have run recently and explain how it helped you to complete the activity.
- Using a questionnaire, or similar tool, identify your preferred leadership style, and how it impacts on your role in Scouting. Reflect on the four different leadership styles and consider how they inform your working in your Section or Group Leadership Team.
- Produce evidence showing how you have led an event or activity during which your leadership style changed a number of times.
- Run a game or activity to develop leadership skills in young people or adults.
- Any other ideas subject to agreement with your Training Adviser.



Module 9. Working with Adults

To validate this module the learner will need to complete two of the following:

- Represent others at a Scout meeting and report back on the decisions made and the reasons for them.
- Demonstrate how you have helped someone make decisions (without breaking confidentiality), including describing the techniques of effective listening and how these were applied.
- Demonstrate your ability to understand different aspects of verbal and non-verbal communication and implement appropriate responses.
- Any other ideas subject to agreement with your Training Adviser.

Module 11. Administration

To validate this module you will need to complete one of the following:

- Demonstrate accurate and appropriate maintenance of administrative and financial records relevant to your role, in accordance with Policy, Organisation and Rules and the Data Protection Act
- Any other ideas subject to agreement with your Training Adviser



Module 12a. Delivering a Quality Programme

To validate this module you will need to complete the following:

Discuss your responses to the questions in the Check your Knowledge chart with your Training Adviser

Managers and Supporters will also need to complete one of the following:

- Complete a programme review with a section leadership team and outline the adaptations made to ensure a quality programme
- Take part in a planning session with a section leadership team, ensuring you cover the key elements of the programme
- Show evidence of how you are providing and/or promoting Youth Shaped Scouting as part of your role
- Show evidence of how you are supporting the delivery of a quality programme as part of your role
- Any other ideas subject to agreement with your Training Adviser



Module 12b. Programme Planning

To validate this module the learner will need to:

Discuss the *Check your Knowledge* questions with the Training Adviser

And complete two of the following:

- Produce a Programme Plan (minimum one month). You should take into consideration:
 - the key themes of the programme
 - the underlying themes of the programme
 - incorporating a range of programme methods
 - how young people are involved in the programme planning process
 - whether activities relate to badges and awards
- Review their programme and produce evidence for how their review has improved the quality of future programmes and the programme planning process
- Any other ideas subject to agreement with your Training Adviser



Module 16. Introduction to Residential Experiences

To validate this module the learner will need to:

Complete the Residential Experiences Quiz with your Training Adviser.

And complete two of the following:

- Assist with planning and supporting a residential experience and describe or show evidence of how the role that you played in planning and supporting this event addressed two of the following areas:
- the main aspects of organisation and administration
- selecting a team and the roles undertaken by the team
- appropriate adult to young person ratios
- identifying and dealing with potential issues (logistics, behaviour, budget)
- where additional support and information can be gathered
- Show evidence of they are promoting and providing opportunities for young people in the section to take part in residential experiences. Describe how these opportunities are benefiting the young people in the section.
- Any other ideas subject to agreement with your Training Adviser

If you hold the Nights Away Permit, this will count as validation for this module.



Module 17. Running Safe Activities

To validate this module the learner will need to complete two of the following:

- Plan, or assist in planning, an activity taking into account:
 - The age, experience, fitness and special needs of the group.
 - The rules related to the activity (including adult to young person ratios; any activity rules; gaining approval from the relevant Commissioner; etc.)
- Any clothing, footwear, personal and group equipment needed for the activity and anticipated weather conditions.
- The need for a risk assessment to be carried out and communicated effectively
- The need for an InTouch system to be in place.
- Act as the leader in charge for an activity, taking into account the need to:
 - Oversee the activity (ensuring that registers, headcounts etc. are in place)
 - Co-ordinate the adults involved in the activity, allocating roles to specific adults and ensuring that they are clear on what they need to do
 - Communicate relevant instructions, guidance and rules to young people
 - Carry out dynamic risk assessment.
- Any other ideas subject to agreement with your Training Adviser



Module 18. Practical Skills

To validate this module the learner will need to complete two of the following:

- Learn or develop a practical skill which can be used in Scouting.
- Instruct a young person in carrying out two practical skills, ensuring that:
 - the skill is appropriate for the section the young person belongs to.
 - the young person is aware of, and follows, safety and risk assessment procedures.
- Demonstrate two practical skills, at least one of these skills is one that you have learnt or developed in your role in Scouting, ensuring that:
 - The skill is appropriate for the section the young person belongs to.
 - Safety and risk assessment procedures are followed appropriately.
- Any other ideas subject to agreement with your Training Adviser.



Module 19. International

To validate this module the learner will need to:

Review the programme for the Section you support and make adjustments to ensure it incorporates international activities

And complete two of the following:

- Plan and run an international themed event or activity for young people exploring either:
 - the global nature of Scouting
 - the role of the world membership badge
 - international events in Scouting
- Be involved in the planning and running of an international trip, for example, an International trip, a camp abroad, including producing an event plan.
- Support young people taking part in an international experience.
- Establish or actively maintain a link, and exchange information, with a Scout Group outside of the UK.
- Any other idea subject to agreement with your Training Adviser.

